
TO: Principals

FROM: Toni Patterson
Assistant Superintendent, Human Resources

Terri R. Cobb
Senior Director, Office of Continuous Improvement

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RE: New SBE Licensure Renewal Requirements for School Administrators

What is required?

The State Board of Education recently issued regulations that require principals to participate in professional development aimed specifically at ways to attract and keep high quality teachers. The exact wording of the new regulations is as follows: "School administrators must earn at least five (5) renewal credits during each renewal cycle focused on the principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention."

To whom does this requirement apply?

This requirement applies to anyone whose school administrator's license expires June 30, 2008 and thereafter.

Will previous courses count toward this requirement?

Most of the courses/workshops presently approved for Leadership and Standard renewal credit will apply if completed during the current 5-year renewal cycle. Administrators with 5-year expiration dates of June 30, 2008 may count courses from July 1, 2003.

For the convenience of administrators, OCIPD will identify courses taken through WCPSS that will count toward this requirement. OCIPD will begin this process immediately but because of the large number of courses entered in eSchools, this process will not be completed until the end of June. When all courses have been identified, principals will be notified.

Can I get approval for courses/workshops offered by a school or outside the district?

Administrators can get approval for courses/workshops identified as addressing *Teacher Recruitment and Retention* offered at the school or outside the district. The same process

currently in place for course approval will be used. Administrators should submit requests on the **Approval Form** and submit the form to OCIPD. OCIPD will review the course objectives to determine if the course/workshop addresses the areas required by the legislation. The **Approval Form** can be located on the OCIPD website. A copy has been attached for your convenience. Because OCIPD will be identifying courses currently in eSchools, administrators should not submit this form until after June 30, 2006. Staff Development Contacts (SDC's) at each school will also be informed of the approval process as a part of their annual eSchools renewal training.

How will I know which courses/workshops have been identified to count toward this requirement? How will I know how many credit hours that I have in this area?

Beginning immediately, *Teacher Recruitment and Retention* will be added to the eSchools transcript. This area will appear on transcripts for ALL employees including teachers and support staff. If this area is not required for licensure, it will count toward Standard credit. For example, Reading now appears on all transcripts in eSchools even though Reading credit is not required for all areas of licensure.

As OCIPD identifies courses that will count toward *Teacher Recruitment and Retention*, this change will be added in eSchools and will show up immediately on all WCPSS employee transcripts. This process will take place over the next few months.

What are the guidelines for determining whether a course will be approved?

Courses/workshops must focus on the principal's role in

- teacher effectiveness,
- teacher evaluations,
- teacher support programs,
- teacher leadership,
- teacher empowerment, and/or
- teacher retention.

In Wake County Public School System, we are very fortunate to offer many courses/workshops that already address these areas. Questions related to specific courses/workshops can be directed to the Office of Continuous Improvement and Professional Development.